

## POSITION DESCRIPTION

## LEARNING ASSISTANT – CASUAL RELIEF

### MIDDLE AND SENIOR SCHOOLS




---

POSITION HOLDER:	Vacant
SECTION:	Middle and Senior Schools
POSITION REPORTS TO:	Director of Access & Inclusion (Daily supervision undertaken by Teacher in charge of assigned classes)
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness) Enterprise Agreement 2024 – General Staff - Classification TFS Level 4
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Casual
HOURS OF WORK:	Casual

---

## P U R P O S E

To provide teaching & learning support to students in the classroom in their day-to-day delivery of access & inclusion support within the School. This role will work under the direction of teachers implementing teaching and learning programs.

## P R I M A R Y D U T I E S

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Working within the Access & Inclusion and classroom teaching and learning programs to support the delivery of education to children.
- Providing appropriate support to students in the whole class, small group and a one to one setting under the direction of a teacher. This support will include the understanding and ability to work with students with a range of specific or general learning, emotional and behavioural needs.
- The ability to work collaboratively with Class/Learning Area Teachers, Access and Inclusion teachers and other Learning Assistants in a range of classes and learning areas.
- As required by Access & Inclusion Teachers / Classroom Teachers, contribute to the delivery of learning programs to support individual or small groups of students.

- Under the direction of a teacher, support student learning by implementing a range of teaching and learning strategies such as one to one instruction, inquiry, cooperative learning, experiential learning, scaffolding, modelling and worked examples as appropriate to the classroom activities and needs of the students.
- Under the direction of a teacher, assist with general record keeping and update of student notes on various school systems.
- Any other reasonable duties in line with skills and requirements of this role level as specified by a teacher.

#### DELEGATIONS

- Nil  
However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

#### KEY RELATIONSHIPS

- Teachers of Access & Inclusion
- Classroom & Subject Teachers
- Students
- Learning Assistants
- Director of Access & Inclusion
- Heads of School
- Deputy Heads of School

## SELECTION CRITERIA

1. An understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Certificate III in Educational Support and / or equivalent experience/qualification as deemed by the School, is desirable.
3. High level of interpersonal skills in dealing with staff, students and parents.
4. Proven organisational skills, including an ability to prioritise tasks.
5. Competency in the preparation of classroom requirements to ensure the teacher can run the relevant class.
6. Ability to assist with the guiding supervision of students within the classroom and ability to provide technical support.
7. Current First Aid qualification or willingness to undertake professional learning to acquire this.
8. The ability to work safely in a School environment and be fit to undertake the inherent requirements of the position.
9. Strong support for the Purpose & Concerns and ethos of The Friends' School and can demonstrate this in interaction with students.
10. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old).

## C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

### **Definition**

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

### **Your obligations**

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.